

SchoolNet Report Instructions

Log onto ISEE Portal

Go to Schoolnet

Click School & District Data

Select Report Builder-Pre-Formatted Reports

Click Standardized Test Performance

1. Which students do you want to report on?

District: *ABCDE*

School Type: *Regular*

School: *Select a school* - it takes too long to generate the PDF if you do all schools at once

Grade Level: *Select a Grade level*

2. Which Standardized test data do you want to use?

Test Year: *20__ - 20__*

Test Name: *IRI*

Test Level: *All Test Levels*

Test Instance: *All Test Instances*

Subject/Section: *All Subject/Sections*

Sub-Section: *Overall*

3. Which enrollment dates do you want to use?

Choose either *Current* or *Total*. If selecting Total then specify year (20__ - 20__)

Click Run Report at bottom

A table will pop up. Click the *blue number* under Total Unique in the Standardized Test Performance Report-Single year table.

This generates a Student list.

On the right you will see an Advanced Tab-*click Batch Print Student Profiles*.

This takes you to a page that says *Batch Print-Student Profiles*

Step 1: Confirm Student Set-

click Next Step: *Select Data to Print* (bottom of page)

Step 2: Select Data To Print

Check box next to Standardized Test Data

Click bubble next to Detailed Data

Make sure bubble next to Last test taken by each student is selected

Click Next Step: Configure Output and Print (at bottom of page)

Step 3: Configure Output and Print

Print Order-make your selections

Click Print Batch to PDF (at bottom of page)

****If you happen to click Preview Batch Print Order you will have to repeat this entire process again****